

*****PLEASE READ!!!!*****

INSTRUCTIONS FOR PREPARATION AND FORMATTING OF EXTENDED ABSTRACTS FOR THE SEVENTH INTERNATIONAL CARBON DIOXIDE CONFERENCE

A.B. FirstAuthor¹, and C.D. SecondAuthor²

¹*Climate Monitoring and Diagnostics Laboratory, NOAA, 325 Broadway, Boulder, CO 80305-3328;
firstauthor@noaa.gov*

²*Cooperative Institute for Research in Environmental Sciences, University of Colorado, UCB 216,
Boulder, CO 80309-0216; secondauthor@colorado.edu*

ABSTRACT

This paper constitutes instructions for the preparation of extended abstracts for the ICDC7 conference, which is being held in Boulder, Colorado from September 25-30, 2005. Please follow these formatting directions closely.

INTRODUCTION

The most important point to mention is that abstracts must be fully proofed, edited and corrected before being sent. The staff here will not proofread any abstract, so any errors will appear in the final volume.

The second most important point is that the deadline to receive abstracts is firm. Your abstract must be received by June 15. If an abstract arrives after this deadline, it may not be included in the abstract volume and CD.

SOFTWARE

You are asked to submit your abstract in MSWord, if at all possible. If you cannot use MSWord you may send it in your common word-processing software to be converted here, or you may send it in ASCII (plain text) email. If you do so, be aware that any equations will likely be altered. Please also send a PDF to clarify equations, paragraph breaks, and other formatting that may be lost in ASCII format.

FORMAT

Abstracts may be no more than two pages. Note that this is inclusive of figures. Abstracts longer than two pages will be returned to the author for revisions. Text must be single spaced and single column (although text may wrap around a figure if appropriate). The typeface used is Times-Roman, with a default point size of 11, although 10-pt type may be used if absolutely necessary, but changing line or character spacing to allow for extra text is not allowed. Text, regardless of paper size, must have a line length of 6.5 inches, with 54 lines per page (9 inches vertical length), and be fully justified, as in this example. On standard 8.5×11-inch American paper, this allows a 1-inch left and right margin. On A4 paper, this allows for 0.9-inch right and left margins.

As shown above, the title must be in all caps, bold, and centered. Underline the name of the presenting author. Authors and addresses are centered, addresses italicized and set below, rather than in line with, the authors. Use initials with periods and without spaces. Subheadings must be left justified, all caps, and bold. There should be no vertical space below subheadings. Paragraphs have no indentation, and are separated by one vertical space, as shown. Please include a brief abstract as the first paragraph. Except for **ABSTRACT**, subheading labels are at the discretion of the author. Second-level subheadings should be bold, upper and lower case, as shown below.

Acronyms

Spell out acronyms in their first appearance in your paper.

Equations

Equations should be centered on the page, such as:

$$1 + 1 - 5 = -3$$

FIGURES

The printed abstract volumes will be printed only in black and white. If a figure is included, please view it in black and white before sending it to make sure that it still makes sense without color. The CD edition will include color figures. Captions should be labeled “Fig. 1” rather than “Figure 1.” Figures must be postscript, TIFF, or PDF format. You may include your figure in your paper or send it separately and we will insert it in our final version. Poor-quality figures will be returned to the author for revision. Remember: Figures must fit within the allowable two pages.

REFERENCES

References in papers for this conference should follow the AGU guidelines, which may be found at http://www.agu.org/pubs/style_guide_intro.html. All citations in text must have a corresponding entry in the reference list; all entries in the reference list must be cited in the text. Since reference lists are a source tool for obtaining materials, use current publisher information. Do not list personal communications, unpublished data, and manuscripts in preparation or submitted for publication. Refer to them in the text in parentheses by first initials and last name of source, by type of material, and date. Organize the reference list by strict letter-by-letter alphabetization of the first item in the reference. Examples:

- Ma, J., D. W. Waugh, A. R. Douglass, S. R. Kawa, and S.-J. Lin (2003), Evaluation of the transport in the Goddard Space Flight Center three-dimensional chemical transport model using the equivalent length diagnostic, *J. Geophys. Res.*, 108(D6), 4201, doi:10.1029/2002JD002268.
- Sweet, P. A. (1958), The neutral point theory of solar flares, in *Electromagnetic Phenomena in Cosmic Physics*, edited by B. Lehnert, pp. 123–134, Cambridge Univ. Press, New York.
- Englemann, R. J., R. W. Perkins, D. I. Hagan, and W. A. Haller (1986), Washout coefficients for selected gases and particulates, paper presented at 59th Annual Meeting, Air Pollut. Control Agency, San Francisco, Calif., 20–24 June.
- Henderson, T. (2000), High-pressure metamorphism in the western Llano uplift, M.S. thesis, 134 pp., Univ. of Tex. at Austin, Austin, 28 June.

Format of Tables should also follow these AGU standards. Example:

Table 1. CMDL Baseline Aerosol Monitoring Stations (Status as of December 2001)

Category	Baseline Arctic	Baseline Free Troposphere	Baseline Marine	Baseline Antarctic
Location	Point Barrow	Mauna Loa	American Samoa	South Pole
Designator	BRW	MLO	SMO	SPO
Latitude	71.323°N	19.539°N	14.232°S	89.997°S
Longitude	156.609°W	155.578°W	170.563°W	102.0°E
Elevation (m)	8	3397	77	2838

When the abstract is complete, please send the MSWord document as an email attachment to:

Julie McKie

mckie@cires.colorado.edu

On the SUBJECT LINE please write: authorlastname: CO2 Abstract